



Texas Facilities Commission

Employment Opportunities

JOB Vacancy Notice: FY 21-56		
Business Title: Accounting Technician		State Classification: Accounting Technician I
Salary Group: A11	Salary: \$2,960.00 (Month) \$35,520.00 (Year)	Hours/Week: 8:00am-5:00pm, Mon.-Fri.*
Location: 1711 San Jacinto Blvd. Austin, Texas 78701		
Posting Date: 06/07/2021	FLSA Status: Nonexempt	Hours: 40
Closing Date: Open until filled	Shift Differential: N/A	Openings: 1
Division: Facilities Management and Operations		Program: Warehouse Management

Note: To apply for a state agency job with TFC, you must complete the electronic State of Texas Uniform Application for Employment through www.WorkInTexas.com.

*Must be able to work flexible hours during a legislative session and as needed.

JOB SUMMARY:

Performs routine (journey-level) technical accounting work for the Warehouse Management program. Work involves performing detailed assignments in compiling, tabulating, and entering data; verifying documents for accuracy; maintaining files; coding and data entry. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS:

- Processes invoices and purchase orders; verifies accuracy and consistency with the terms and conditions of the purchase order; ensures supporting documentation to verify validity of payment.
- Assists with the data entry of acquired, transferred, or issued warehouse supplies from the agency's warehouse inventory into the inventory system.
- Assists with the issuing of warehouse supplies per work orders received.
- Communicates with approved vendors.
- Assists with inventory of all property and items assigned to the warehouse.
- Assists with maintenance of asset inventory and control.
- Develops and maintains record keeping system.
- Performs data entry and retrieval.
- May assist with stocking and issuing of materials, equipment, supplies, and tools.
- May assemble, organize, and tabulate statistical or financial data; performs data analysis.
- Coordinate with uniform vendor delivery and pick-up and prepare uniform invoice for billing process.
- Performs related work as assigned.
- Assist with Warehouse Purchases and directly works with warehouse purchaser personnel
- Processes credit card expenditures

MINIMUM QUALIFICATIONS:

- Graduation from a standard senior high school or completion of GED.
- Two (2) years' experience in accounting, bookkeeping, or a related field.
- Education and experience may be substituted for one another on a year-for-year basis.
- Valid State of Texas Class "C" driver's license.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of accounting principles and practices.
- Knowledge of the State billing process, policies, and procedures.
- Skill in maintaining effective working relationships.
- Skill in the use of personal computers and applicable programs, applications, and systems.



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- Skill in the use of standard office equipment.
- Ability to review work for accuracy.
- Ability to perform detailed numerical work and to make arithmetic computations.
- Ability to establish and maintain working relationships with co-workers, agency staff and management to achieve common goals.
- Ability to consistently meet internal and external customer needs and expectations in a professional manner.
- Ability to provide customer service.
- Ability to operate a motor vehicle.
- Ability to handle multiple tasks.
- Ability to implement administrative procedures, and interpret rules, regulations policies and procedures.
- Ability to pay close attention to detail, ensuring accuracy in work.
- Ability to work under pressure and effectively handle multiple tasks with competing priorities and deadlines.

PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:

This classification functions in a standard office environment. There are no unusual dangers involved.

Veterans: Use your military skills to qualify for this position and others at TFC. Go to www.texasskillstowork.com to translate your military experience, training, and formal education into civilian job terms, qualifications, and skill sets.

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 36B Financial Management Technician, 920A Property Accounting Technician (Warrant), LS Logistics Specialist, 741X CWO- Ship's Clerk (Warrant), 420 Storekeeper, 3432 Finance Technician, 6F0X1 Financial Management and Comptroller or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Please call Human Resources at (512) 463-1717 with questions or for additional information.

Additional Military Crosswalk information can be accessed at

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.pdf

Incomplete applications will not be considered.

Conditions of Employment:

Initial screening is based on the Education and Experience minimum qualifications defined in the job posting. Interviewee selection is based on applicant information explaining how they meet each Competency (Knowledge, Skills and Abilities) requirement. Follow application instructions and fill out application form completely for further consideration.

If selected for interview, all veterans must provide a DD214 long form. Official transcripts or other minimum requirement validations will be requested at the time of interview.

As part of its employment process, TFC may procure or have prepared a criminal background check. An applicant with an unsatisfactory criminal background check report is ineligible to be hired for the position for which the report is initiated.

Driver's record check will be conducted by the agency. Satisfactory driving records are required for driving state or personal vehicles and motor driven equipment to conduct agency business. CDL "Drivers" must consent to TFC's Drug and Alcohol Testing Policy against the illegal use of alcohol and drugs.

If hired, employee must provide document(s) within three (3) days of hire date that establish identity and employment eligibility. A complete list of acceptable documents is on file with the local Texas Workforce Commission office.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Note: Any male between the ages of 18 and 25 must show proof of registration with the Selective Service System before he can be selected for employment with the Texas Facilities Commission.

WIT Job Number: 14600716

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Texas Facilities Commission
Central Services Building,
1711 San Jacinto, Austin, Texas 78711
Office 512-463-3433